

FOCUS PROGRAMPLAN B ACCOUNT ADMINISTRATION EXCEL PROGRAMS

In order to assist you in administering the Focus Program Plan B participation with your direct accounts, a comprehensive Excel Program is being provided for your use.

This was initially submitted by Joe Bishop who is the ROM in Denver. It is felt that by sharing his creation of this Excel program we can all benefit. Thanks Joel

Excel Program Contents

There are two files named "Focus1B.XLT" and "Focus2B.XLT" as described below:

File: Focus1B.XLT

- This will handle administration of those participating Plan B accounts who can provide us six months of purchase or sales information from which to establish their RJR base share of market prior to May 2, 1994.

File Contents: - Evaluation Form

- Form #1
 - Input account name and account number
 - Input RJR Base SOM as a decimal, i.e., .315 = 31.5%
 - Input April 29 inventory as specified
 - Input on-going monthly purchases as supplied by the account.
 - All inputs will be automatically populated on to the Evaluation Form
- Evaluation Form
 - The Evaluation Form contains a line stating "RJR sales less than 105% of purchases." If sales are less than 105% of purchases, the program will automatically insert "YES" and the number of cartons reported as sold will reflect the ending sales column as shown on Form #1.
 - If sales exceed 105% of purchases, this field will read "NO" and the number of cartons sold will be calculated at the 105% level of total purchases.
 - The payment "RATE/CARTON" is calculated based on the accounts RJR share-of-market result. If there is a share-of-market decline "rate/carton" field will read "FALSE" and "Payment" field will read "\$0.00."

File: Focus2B.XLT

- This will handle administration of those least-sophisticated participating Plan B accounts who must calculate their base share-of-market by using the April - May purchase/inventory method.

File Contents:

- Form #4
 - Program Enrollment Form
 - Form #6
 - Evaluation Form
- Form #4
 - Input account name and account number
 - Input:
 - March 31 inventory
 - April - May purchases
 - May 31 inventory
 - After these inputs are made, all other program beginning numbers will be populated regarding sales and RJR base SOM.
 - These inputs will also automatically populate the Program Enrollment Form as well as initial inputs onto Form #6 and Program Evaluation Form.

Program Enrollment Form

- This document will be automatically completed when Form #4 information has been entered and should be used to sign with the account in order to begin the program period.

Form #6

- Initial inputs will be populated by the completion of Form #4.
- Input monthly purchases as submitted by the account for June - October, as well as the October 28 inventory.
- All sales calculations and ending SOM will be automatically calculated.

Exhibit III

Program Evaluation Form

- This form will be automatically completed from previous form inputs.
- The "105%" field will respond as previously stated.
- Rate/Carton and Payment will be calculated as previously stated.

Note: This Evaluation Form will not be utilized internally to generate Program Payment to the account; however, you may use the data from these forms to make inputs onto the Focus Program Maintenance Screen in SIS that will be created to generate payment (Details will be communicated in the near future).

The intention of this Excel program is to ease the administrative burden of tracking Plan B account's progress and providing feedback to the RJR manager with account responsibility throughout the program period.

Should you have any questions about the Excel program, you should contact Fred Baumann at extension 7149.

Form # 1

(Report in Cartons)

51846 8044

Ship-to
Account
Name

Updated Through
Last Input :
4/21/94

Ship-to
Acct #

	April 29th 1994 Inventory FP-SV (RJR only)	May Purchases	June Purchases	July Purchases	August Purchases	September Purchases	October Purchases	October 28th 1994 Inventory FP-SV (RJR only)	Sales
FF									
SV									
Total RJR									
PM									
B&W									
LOR									
ATC									
LIG									
OTHER									
Grand Total									
Base SOM RJR									
Ending SOM RJR	#DIV/0!								
+ or - SOM	#DIV/0!								

Total RJR Sales

Grand Total Sales

RJR Ending SOM #DIV/0!

RJR Representative

Date

Ship-to account
Representative

Date

Focus Program Evaluation Form - Period: May 2, 1994 through October 28, 1994

51846 8045

Ship-to Account Name: _____

Updated Through
Last Input :
4/21/94

Ship-to Account Number: _____

Customer SOM Determination:

RJR Beginning Period Base SOM: _____

RJR Ending Program Period SOM: #DIV/0!

Result: (+/-) #DIV/0!

RJR Sales Less Than 105% of Purchases #DIV/0! #DIV/0!

RJR Cartons:	Qualified # Cartons Sold	Rate/Carton	Payment
Full Price	<u>#DIV/0!</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
Savings	<u>#DIV/0!</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
Total Payment			<u>#DIV/0!</u>

Participant Signature _____

Title _____

Date _____

R. J. Reynolds Tobacco Company

Title _____

Date _____

Form # 4

(Report in Cartons)

51846 8046

Updated Through

Last Input :

4/21/94

Ship-to
Account
Name

Ship-to
Acct #

	March 31st 1994 Inventory	April Purchases	May Purchases	May 31st 1994 Inventory FP-SV (RJR only)	Sales
FP					
SV					
Total RJR					
PM					
B&W					
LOR					
ATC					
LIG					
OTHER					
Grand Total					
Total RJR Sales					
Grand Total Sales					
Base RJR SOM	#DIV/0!				

RJR Representative

Date

Ship-to account
Representative

Date

Focus Program Enrollment Form - Period: May 2, 1994 through October 28, 1994

51846 8047

Ship-to Account Name: _____

Updated Through

Last Input :

4/21/94

Ship-to Account Number: _____

Plan Participation: (Check A or B)

Plan A ☐Plan B ☐

Participant Signature _____

Title _____

Date _____

Important - Read Before Signing

By signing above, Customer agrees:

- * to participate in the R. J. Reynolds FOCUS Program for the current Program Period with a Base share-of-market, and beginning cigarette inventory as set forth below and to accept and abide by all Program requirements, including the Program Rules and Procedures;
- * that information it provides to RJR pursuant to the FOCUS Program will be accurate, correct and complete and that cigarette sales reported will be bona fide sales;
- * that RJR may in its discretion audit its books and records relating to information submitted pursuant to the FOCUS Program and/or conduct a physical count of its cigarette inventory and Customer will provide reasonable access to RJR for such purposes; and
- * that providing false or incorrect information to RJR can cause Customer to be disqualified from participation in the FOCUS Program during the current and future Program Periods.

RJR Base SOM

#DIV/0!

Account Inventory (Cartons)

5/31/94

Date

(Inventory supporting documentation must be by
UPC for all brands and manufacturers)

RJR Full Price Brands _____

RJR Savings Brands _____

Total RJR _____

R. J. Reynolds Tobacco Company

PM _____

B&W _____

Lor _____

ATC _____

Lig _____

Other _____

TOTAL _____

Title _____

Date _____

Form # 6

(Report in Cartons)

51846 8048

Updated Through

Last Input :

4/21/94

Ship-to

Account

Name

Ship-to

Acct #

	May 31st 1994 Inventory FP-SV (RJR only)	June Purchases	July Purchases	August Purchases	September Purchases	October Purchases	October 28th 1994 Inventory FP-SV (RJR only)	Sales
FP								
SV								
Total RJR								
PM								
B&W								
LOR								
ATC								
LIG								
OTHER								
Grand Total								

Base

SOM

RJR

#DIV/0!

Ending

SOM

RJR

#DIV/0!

+ or -

SOM

#DIV/0!

6 Month Total RJR Sales Calculation :

	-:- 5 x 6	Total FP Sales
	-:- 5 x 6	Total SV Sales
These Carton Quantities Appear On The Program Evaluation Form.		

Total RJR Sales

Grand Total Sales

RJR Ending SOM #DIV/0!

RJR Representative

Date

Ship-to account
Representative

Date

Focus Program Evaluation Form - Period: May 2, 1994 through October 28, 1994

51846 8049

Ship-to Account Name: _____

Updated Through

Last Input :

4/21/94

Ship-to Account Number: _____

Customer SOM Determination:

RJR Beginning Period Base SOM: #DIV/0!

RJR Ending Program Period SOM: #DIV/0!

Result: (+/-) #DIV/0!

RJR Sales Less Than 105% of Purchases #DIV/0! #DIV/0!

RJR Cartons:	<u>Qualified # Cartons Sold</u>	<u>Rate/Carton</u>	<u>Payment</u>
Full Price	<u> #DIV/0! </u>	<u> #DIV/0! </u>	<u> #DIV/0! </u>
Savings	<u> #DIV/0! </u>	<u> #DIV/0! </u>	<u> #DIV/0! </u>
		Total Payment	<u> #DIV/0! </u>

Participant Signature _____

Title _____

Date _____

R. J. Reynolds Tobacco Company _____

Title _____

Date _____